

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Report Context Menu

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)

Self-Paced Learning Materials

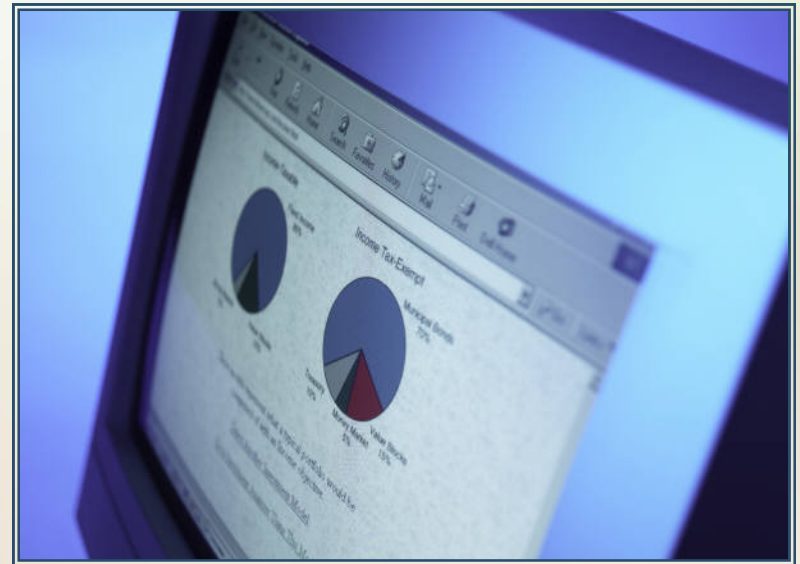
General Topics - BW/BI End Users/Power Users

BW/BI Report Context Menu - Overview

The BW/BI Report Context Menu section provides an overview of context menu functions available for BW/BI Custom Reports.

Topics covered in this section include:

- BW/BI Report Context Menu
- Back
- Goto
- Filter
- Settings
- Change Drilldown
- Bookmark
- Properties
- Sort



BW/BI Report Context Menu

The BW/BI Report Context Menu provides the user with the ability to perform various analysis such as setting filters, restrictions, exceptions, sorting, etc. The context menu can be accessed by clicking on a report item such as a key figure or characteristic. Context menu options vary depending on the report item selected.

Minority Distribution

Display As: **Table** | Information | Send | Print Version | Export to Excel | Comments

Minority Distribution				Full Time Classified # of Employees	Full Time Classified Avg Salary
Personnel Area	Gender	Ethnic Origin			
1110 Dept of Personnel	Female	10/Not assigned		7	56,642
		American Indian/Alaskan		1	63,468
		Asian or Pacific Islander		6	49,662
		Black/Not Hispanic origin		3	42,500
		Hispanic			
		White/Not Hispanic origin		66	49,993
		Result		83	50,421
	Male	American Indian/Alaskan			
				2	32,970
				4	49,620
				2	48,516
				7	54,450
				5	51,484
		Result		108	50,667

Click a report result item or column heading to view the context menu for that item. In this example, the column heading "Gender" was selected.

- Goto
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Documents
- Sort Job

Continued...

BW/BI Report Context Menu, Cont...

The table below describes the Context Menu options in more detail. Context Menu options vary depending on the report item selected (for example, Hierarchies, Characteristics or Key Figures).

Back One Navigation Step	Choose Back to undo a navigational step in a report such as filtering on a specific value.
Back to Start	Choose Back to Start to undo all navigational steps in a report.
Keep Filter Value	Choose Keep Filter Value to see only the data for a characteristic value. The characteristic value itself is removed from the drilldown.
Select Filter Value	Choose Select Filter Value to filter report results according to a value that is selected from a list of values.
Change Drilldown/Remove Drilldown	Choose Remove Drilldown to remove a characteristic from the drilldown.
Sort Job	Choose Sort Job to sort structural component values in ascending or descending order.
Goto	Choose Goto to access sub reports from a main report.
Broadcast and Export/Bookmark	Choose Bookmark to save report settings once user defined settings have been applied.
Change Drilldown/Swap	Choose Swap With to swap a characteristic with another characteristic.
Swap Axes	Choose Swap Axes to swap the axes of the report results. This action will swap the Key Figures to display in rows and the Characteristics to display in columns.
*Broadcast and Export/CSV	Choose Export to CSV... to export the report to a Comma Separated Values file (.csv)
Properties	Choose Properties to change settings for a characteristic or key figure.
Filter/Variable Screen	Choose Variable Screen to display the report variables.

* Exporting topics are covered in a separate section

Back / Back to Start

The Back One Navigation Step / Back to Start context menu items allow the user to undo navigational steps (drilldowns, filters, etc.) that have been applied to report results.

The example below uses the Minority Distribution report with the Gender column removed to show how to use the Back context menu item to return Gender to the report results.

To use the Back command and undo a navigational step:

1. From the report results, click any item in the report results to open the context menu.
2. Click Back One Navigation Step.

The first screenshot shows a 'Minority Distribution' report with columns: Personnel Area, Ethnic Origin, and Full Time Classified # of Employees. A context menu is open over the report, with 'Back' and 'Back One Navigation Step' highlighted. The second screenshot shows the report after clicking 'Back', with the 'Gender' column added back. The third screenshot shows the report after clicking 'Back One Navigation Step', with the 'Gender' column still present and the 'Result' row highlighted.

Minority Distribution

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
Key Figures	1110	Female	10/Not assigned	7
Rows	Dept of Personnel		American Indian/Alaskan	1
Free characteristics				
Organizational Unit				

Minority Distribution

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Personnel Area	Ethnic Origin	Full Time Classified # of Employees
Key Figures	1110	10/Not assigned	7
Rows	Dept of Personnel		
Free characteristics			
Organizational Unit			

Minority Distribution

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Personnel Area	Ethnic Origin	Full Time Classified # of Employees
Key Figures	1111	10/Not assigned	1
Rows	Information Services Division		
Free characteristics			
Organizational Unit			

Result: The Gender column has been added back into the report results.

Back / Back to Start, Cont...

In this example, the Minority Distribution report is displayed with several fields removed from the report results.

To undo several navigational steps and return the report to its original state:

1. From the report results, click any item to open the context menu.
2. Click Back to Start.

Personnel Area	Dept of	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110	Dept of Personnel	108	50,667
1111	Information Services Division	68	67,743
Overall Result		176	57,265

Minority Distribution

Minority Distribution

Display As Table Information Send Print Version Export to Excel Comments

Columns

- Key Figures

Rows

- Personnel Area

Free characteristics

- Ethnic Origin
- Gender
- Organizational Unit

Personnel Area	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	108	50,667
1111 Information Services Division	68	67,743
Overall Result	176	57,265

Minority Distribution report with fields removed

Minority Distribution

Display As Table Information Send Print Version Export to Excel Comments

▼ Columns

- Key Figures

▼ Rows

- Personnel Area
- Gender
- Ethnic Origin

▼ Free characteristics

- Organizational Unit

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	10/Not assigned	7	
		American Indian/Alaskan	1	
		Asian or Pacific Islander	6	
		Black/Not Hispanic origin	3	
		Hispanic		
		White/Not Hispanic origin	66	
		Result	83	
	Male	American Indian/Alaskan		
		Asian or Pacific Islander	2	
		Black/Not Hispanic origin	4	
		Hispanic	2	
		White/Not Hispanic origin	17	
		Result	25	
		Result	108	
1111 Information Services Division	Female	Asian or Pacific Islander	5	

Minority Distribution report restored to original state

Result: All navigational steps have been removed and the report is returned to its original state.

Keep Filter Value

The Keep Filter Value context menu item allows the user to view report results for a specific value in the results.

The example below uses the Minority Distribution report to show how to use the Keep Filter Value option to filter a report to include only those records where Ethnic Origin is “Asian/PI”.

To use Keep Filter Value:

1. From the report results, click the “Asian/PI” value in the Ethnic Origin column to open the context menu.
2. Click Keep Filter Value.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt Avg Salary
1110 Dept of Personnel	Female	10/Not assigned	7	56,642		
		American Indian/Alaskan	1	63,468	1	61,032
		Asian or Pacific Islander	6	49,662	1	90,000
		Black				
		Hispanic			1	141,549
		White			5	87,977
		Result	21	91,558	8	91,558
	Male	American Indian/Alaskan			1	111,456
		Asian or Pacific Islander	2	32,970		
		Black	4	49,620		
		Hispanic	2	48,516		
		White/Not Hispanic origin	17	54,450	2	105,480
		Result	25	51,484	3	107,472
		Result	108	50,667	11	95,898

Continued...

Keep Filter Value, Cont...

Result: Results will display Asian/PI Ethnic groups only.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	10/Not assigned	7	56,642
		American Indian/Alaskan	1	63,468
		Asian or Pacific Islander	6	49,662
		Black/Not Hispanic origin	3	42,500
		Hispanic		
		White/Not Hispanic origin	66	49,993
		Result	83	50,421

Results Before Filter

The Ethnic Origin column is removed from the report results. The filter will still be displayed in the Filter Values and Navigation Block for Ethnic Origin

Personnel Area	Gender	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	6	49,662
	Male	2	32,970
	Result	8	45,489

Results After Filter: Display only Asian/PI counts

Free characteristics

- Ethnic Origin
- Organizational Unit

Context Menu:

- Back
- Filter
- Change Drilldown
- Broadcast and Export
- Services Division
- Select Filter Value
- Remove Filter Value
- Variable Screen

- To remove a filter, access the Context Menu and select Remove Filter Value .
- To return the Ethnic Origin column to the report results, select Ethnic Origin from the Free Characteristics and Drag&Drop on to the report.

Minority Distribution

Display As: Table

Columns:

- Key Figures
- Rows
- Personnel Area
- Gender
- Free characteristics
- Ethnic Origin
- Organizational Unit

Report Data:

Personnel Area	Gender	Full Time Classified # of Employees
1110 Dept of Personnel	Female	83
	Male	25
	Result	108
1111 Information Services Division	Female	37
	Male	31
	Result	68
Overall Result		176

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	10/Not assigned	7	56,642
		American Indian/Alaskan	1	63,468
		Asian or Pacific Islander	6	49,662
		Black/Not Hispanic origin	3	42,500
		Hispanic		
		White/Not Hispanic origin	66	49,993
		Result	83	50,421

i If necessary, click any column header and select Back to Start from the context menu to return the report to its original state.

Select Filter Value

The Select Filter Value context menu item allows the user to select a filter from a list of filter options.

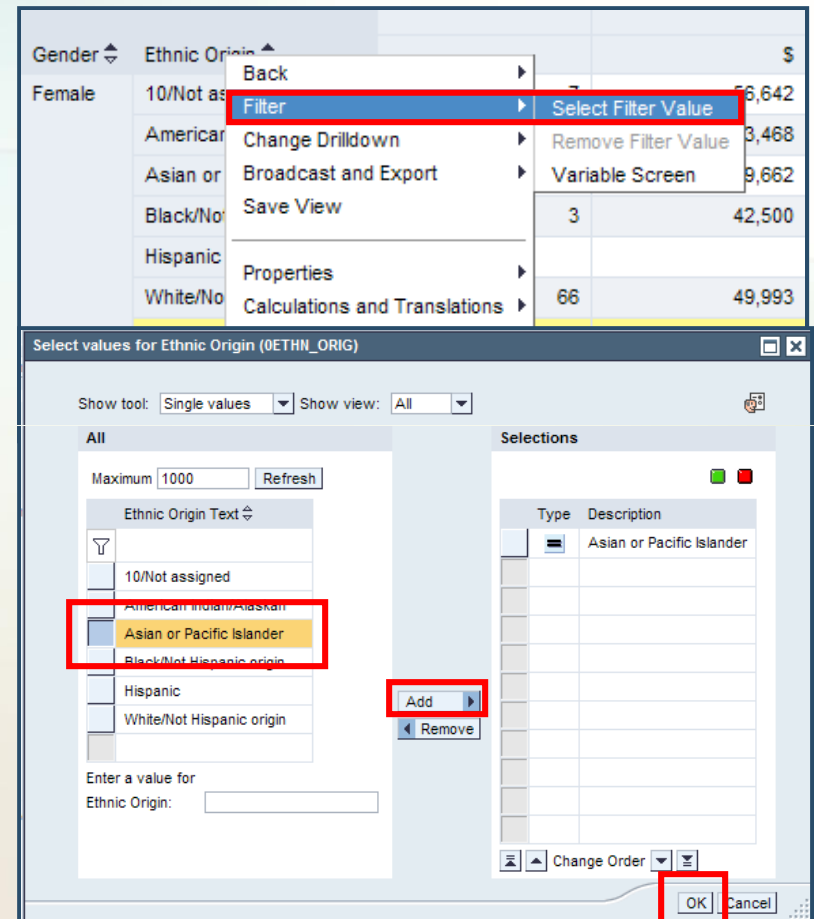
The example below uses the Minority Distribution report to show how to use Select Filter Value to filter for a specific Ethnic Origin

To use Select Filter Value:

1. From the report results, click the column header to filter by (this example uses Ethnic Origin).
2. Click Select Filter Value from the context menu.
3. From the Select Filter Value screen, Asian or Pacific Islander.
4. Click Add and OK.

Result: Results will display Ethnic Origins identified as Asian or Pacific Islander only.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	Asian or Pacific Islander	6	49,662
		Result	6	49,662
	Male	Asian or Pacific Islander	2	32,970
		Result	2	32,970
	Result		8	45,489
1111 Information Services Division	Female	Asian or Pacific Islander	5	66,125
		Result	5	66,125
	Male	Asian or Pacific Islander	2	64,728
		Result	2	64,728
	Result		7	65,726
Overall Result			15	54,933



Remove Drilldown

The Remove Drilldown context menu item allows the user to remove a characteristic from the report results. For example, the user may want to remove the Personnel Area column from the report results.

The example below uses the Minority Distribution report to show how to remove the drilldown on Personnel Area.

To remove the drilldown:

1. From the report results, click the Personnel Area column to open the context menu.
2. Click Change Drilldown/Remove Drilldown.

Gender	Ethnic Origin	Personnel Area	Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees
Female	Asian or Pacific Islander			\$	
	Result		57,145		1
Male	Asian or Pacific Islander		48,849		1
	Result		4	48,849	1
Overall Result			15	54,933	2

Personnel Area column has been removed

Free characteristics

Organizational Unit

Personnel Area

Back

Filter

Change Drilldown

Broadcast and Export

Save View

Properties

Calculations and Translations

Documents

Sort Personnel Area

Drill Down By

Swap Personnel Area with

Remove Drilldown

Swap Axes

Horizontal

Vertical

Click Personnel Area in the Free Characteristic to access the Context Menu and select Change Drilldown/Drilldown by: Horizontal or Vertical

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110 Dept of Personnel	Female	Asian or Pacific Islander	6
		Result	6
	Male	Asian or Pacific Islander	2
		Result	2
1111 Information Services Division	Female	Asian or Pacific Islander	8
		Result	5
	Male	Asian or Pacific Islander	5
		Result	2
Overall Result			15

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	Asian or Pacific Islander	6	49,662
		Result	6	49,662
	Male	Asian or Pacific Islander	2	32,970
		Result	2	32,970
		Result	8	45,489
1111 Information Services Division	Female	Asian or Pacific Islander	5	66,125
		Result	5	66,125
	Male	Asian or Pacific Islander	2	64,728
		Result	2	64,728
Overall Result			15	54,933

Result: The Ethnic Origin column has been removed from the report results.

The Sort context menu item allows the user to sort report items in ascending or descending order.

The example below uses the Minority Distribution report to show how to sort by Ethnic Origin

To sort a Characteristic:

1. From the report results, click the Ethnic Origin column to open the context menu.
2. Select Sort Ethnic Origin → Descending by Text.

Ethnic Origin ▲		\$
10/Not assigned	8	57,114
American Indian/Alaskan	1	63,468
Asian or Pacific Islander	6	49,914
Black/Not Hispanic origin	3	43,364
Hispanic		
White/Not Hispanic origin	66	49,744
Result		
American Indian/Alaskan		

Filter	▶
Change Drilldown	▶
Broadcast and Export	▶
Save View	▶
Properties	▶
Calculations and Translations	▶
Documents	▶
Sort Ethnic Origin	▶
✓ Ascending by Text	
Descending by Text	
Ascending by Key (Internal)	
Descending by Key (Internal)	

Result: The Ethnic Origin will be sorted in Descending Order by Text.

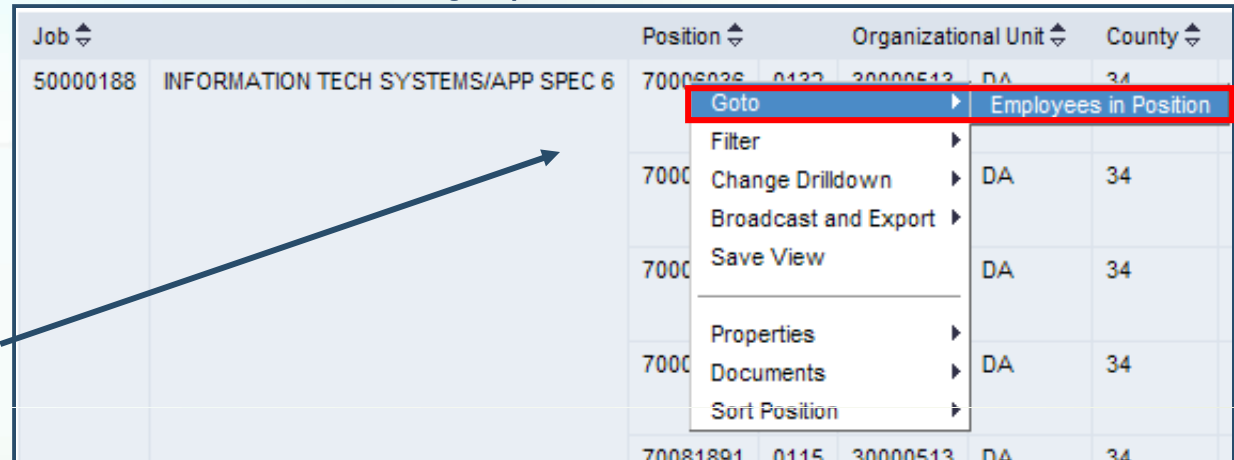
Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110 Dept of Personnel	Female	White/Not Hispanic origin	66
		Hispanic	
		Black/Not Hispanic origin	3
		Asian or Pacific Islander	6
		American Indian/Alaskan	1
		10/Not assigned	7
		Result	83
	Male	White/Not Hispanic origin	17
		Hispanic	2
		Black/Not Hispanic origin	4
		Asian or Pacific Islander	2
		American Indian/Alaskan	
		Result	25
		Result	108

Some BW/BI Custom Reports contain sub reports that are accessible from the main report. The Goto Command allows the user to access sub reports from the context menu.

The example below uses the Position/Personnel Master Listing report to describe how to use the Goto command to run a sub report

To use the Goto command:

1. From the report results, click an Position to open the context menu.
2. Click Goto → Employees in Position.



Job	Position	Organizational Unit	County
50000188	INFORMATION TECH SYSTEMS/APP SPEC 6	70006036 0132 30000513 DA	34
	7000		
	7000		
	7000		
	7000		
	70081891	0115 30000513 DA	34

Employees in Position

Display As: Table Information Send Print Version Export to Excel Comments

Position	Employee	Work Site	Job
70006036 0132 999999	DOE JANE M	Thurston County	INFORM
Overall Result			

Result: Display the employee for the selected position.

Continued...

The table below contains a list of BW/BI Custom Reports that provide Goto sub reports.

Report Name	Goto Report
Employee History (see example on previous page) ZZPA_C01_Q431	<ul style="list-style-type: none"> ➤ Employee Education Record ➤ Employee History Part 2
Appointment Status Changes ZZPA_C01_Q494	<ul style="list-style-type: none"> ➤ Appointment Status Changes - Prior Month Status
Position - Personnel Master Listing ZZPAOS_C01_Q499	<ul style="list-style-type: none"> ➤ Employees in Position <p><i>Note: Employees in Position drills down to Employee Actions (see below)</i></p>
Employees In Position <i>Sub-Report</i> (Sub-Report of Position - Personnel Master Listing) ZZPA_C01_Q499C	<ul style="list-style-type: none"> ➤ Employee Actions
Position Statistics Report ZZPAOS_C01_Q516	<ul style="list-style-type: none"> ➤ Position Statistics - Position Fill Count
HCA Non-Discrimination Report ZZPA_C01_QN21	<ul style="list-style-type: none"> ➤ HCA Non-Discrimination 301



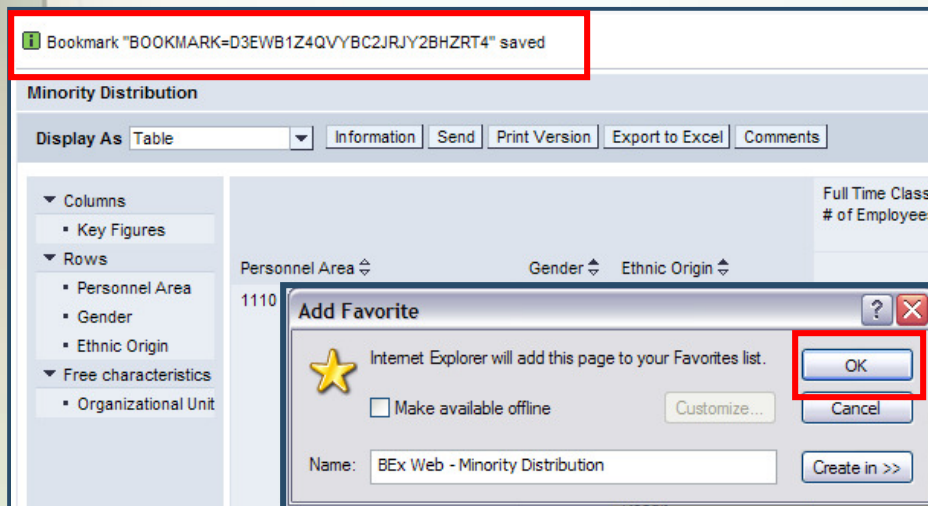
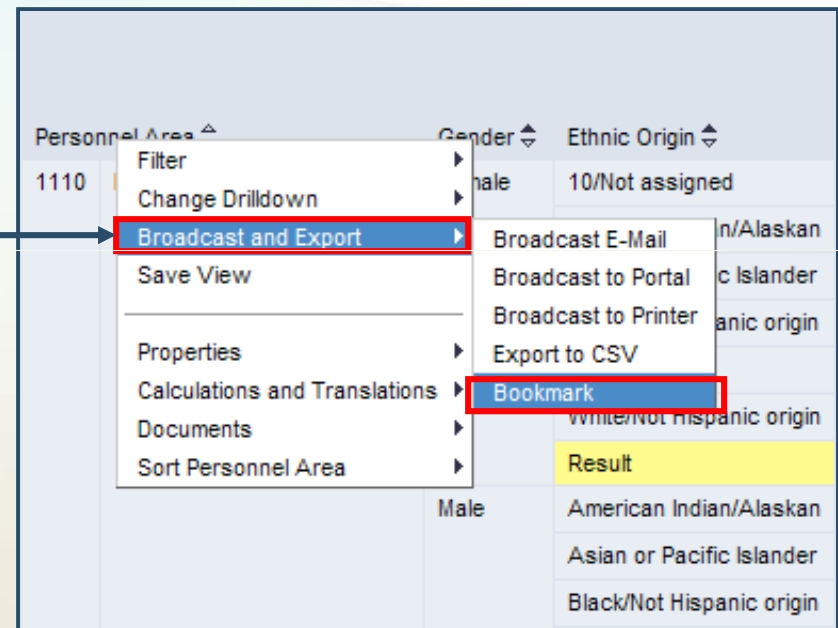
Self Paced Learning Materials for the BW/BI “Financial Cube” “Grievance Cube” and E-Recruiting Cube” will be published separately

The Bookmark context menu item allows the user to save their report settings once they have applied filters, sorted columns or defined any other report settings. A Bookmarked report will also retain the variable values used to run the report.

In the following example, the Minority Distribution report was run with user defined settings.

To create a Bookmark to save report settings for future use:

1. From the report results, click any item in the table to open the context menu.
2. Select Broadcast and Export/Bookmark.

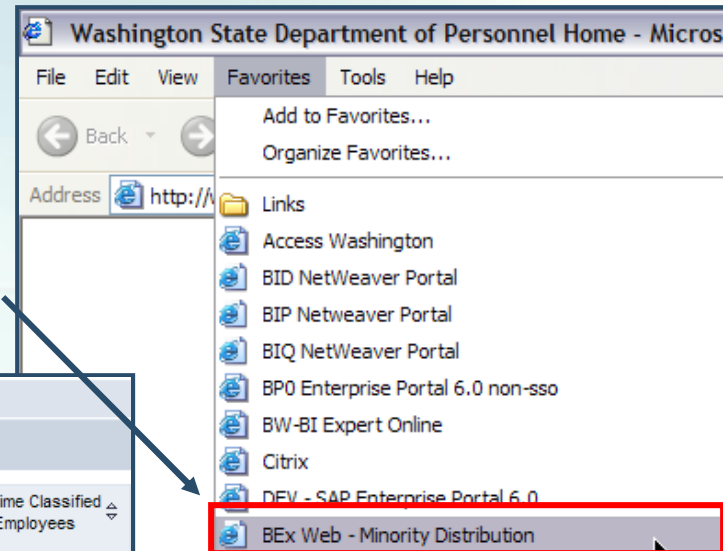


3. The "Add Favorite" is displayed, click OK to add the Bookmarked report to your Favorites folder.

Continued...

To run the Bookmarked report:

1. Select the Bookmarked report from your Favorites folder



Minority Distribution

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
Key Figures	1110 Dept of Personnel	Female	10/Not assigned	8
Personnel Area			American Indian/Alaskan	1
Gender			Asian or Pacific Islander	6
Ethnic Origin			Black/Not Hispanic origin	3
Free characteristics			Hispanic	
Organizational Unit			White/Not Hispanic origin	66
			Result	84

To change variable values (selection criteria) for the report, select Filter/Variable Screen from the Context Menu.



Result: Bookmarked report is run in the Web Browser with the user's saved settings.



The user may be prompted to enter their BW/BI User ID and Password to run the bookmarked report from the Web Browser.

Swap Characteristics

The Swap Characteristics context menu item allows the user to swap the location of one characteristic with another.

The example below uses the Minority Distribution report to show how to swap the Gender column with the Ethnic Origin column.

To Swap Characteristics:

1. From the report results, click the column header to be swapped to open the context menu.
2. Click Swap Gender with → Ethnic Origin.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	American Indian/Alaskan	8	\$57,114
		Asian or Pacific Islander	6	
		Black/Not Hispanic origin	3	
		Hispanic		
		White/Not Hispanic origin	66	\$49,744
		Result	84	\$50,393

Result: Swap the Gender and Ethnic Origin columns.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110 Dept of Personnel	Female	10/Not assigned	8
		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3
		Hispanic	
		White/Not Hispanic origin	66
		Result	84

Before Swap

Personnel Area	Ethnic Origin	Gender	Full Time Classified # of Employees
1110 Dept of Personnel	10/Not assigned	Female	8
		Result	8
	American Indian/Alaskan	Female	1
		Male	
		Result	1

After Swap

The Swap Axes context menu item allows the user to swap the columns and rows in the report results. For example, the user may want to view report characteristics in columns, rather than rows.

The example below uses the Minority Distribution report to show how to swap report axes.

To swap report axes:

1. From the report results, click any item to open the context menu.
2. Click Change Drilldown/Swap Axes.

Personnel Area	Full Time Classified # of Employees
1110	8
Dep	1
Ethnic Origin	6
10/Not assigned	3
Drill Down By	1
Swap Personnel Area with	6
Remove Drilldown	3
Swap Axes	
Hispanic	
White/Not Hispanic origin	66
Result	84
American Indian/Alaskan	

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110	Female	10/Not assigned	8
Dept of Personnel		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3
		Hispanic	
		White/Not Hispanic origin	66
		Result	84
	Male	American Indian/Alaskan	
		Asian or Pacific Islander	2

Personnel Area	1110
Dept of Personnel	
Gender	Female
Ethnic Origin	10/Not assigned
American Indian/Alaskan	

Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt
8	\$ 57,114	1	\$ 61,032
1			
63,468			

Result: The rows and columns of the generated report results have been swapped.

Characteristic values in Rows

Characteristic values in Columns

Report Properties

Reports run from the HRMS Portal allow the user to set report properties in two ways:

1. Properties - Set properties such as Display and Sort for items such as Characteristics and Key Figures in the report results using the Context Menu.
2. Query Properties - Set query properties such as location of results rows and how to display zero values in the report results using the “Settings” button on the report results.

The screenshot displays a report interface with a context menu open over a table. The table has columns: Personnel Area, Gender, and Ethnic Origin. The context menu includes options like Back, Filter, Change Drilldown, Broadcast and Export, Save View, Properties, Calculations and Translations, Documents, and Sort Personnel Area. The 'Properties' option is selected, opening a sub-menu with 'Characteristic', 'Data Cell', 'All Data Cells', and 'Axis'. The 'Row axis properties' dialog box is also visible, showing the 'Data Formatting' tab with 'Result position' set to 'Bottom' and 'Display axis hierarchically and...' checked. The 'Zero Suppression' tab is also visible.

The screenshot shows the 'Filter Settings' dialog box. It has a 'Display As' dropdown set to 'Table'. Below it are tabs for 'Table', 'Graphic', 'Exceptions', 'Conditions', and 'Data Provider'. The 'Exceptions' tab is selected and highlighted with a red box. The 'Exceptions' tab contains the text 'No exceptions are defined' and buttons for 'Add', 'Details', 'Toggle State', and 'Delete'. There is also a 'Close' button at the bottom.

The Properties context menu item allows the user to change settings for report items such as Characteristics and Key Figures. For example, the user may want to display a Characteristic as Key and Text or sort a Key Figure value in Descending order. Property options vary depending on the report item selected.

Common Property settings include:

Display	Layout in which to present the characteristic. For example, display a Characteristic as Key and Text, Text Only or no Display.
Sort By	Sort Characteristic values. For example, sort by the Characteristic Key value or by the Characteristic Text value.
Sort Direction	Sort direction of Characteristics. For example, sort Characteristic value in Ascending or Descending order.
Suppress Results Rows	Determine whether the results rows of the Characteristic are suppressed. For example, always suppress the results rows, never suppress the results rows, or suppress results rows that have only one value.
Calculate Result as	The Key Figure's calculated result. For example, calculate results as a summation, as the maximum amount, as the minimum amount, as the average of all values or suppress the results altogether.
Calculate Direction	Format of the calculation. For example, calculate the results along the rows or calculate the results along the columns.
Calculate Single Value as	Calculation of single values. For example, count all values not equal to zero, average all values, calculate values as a ranked list, calculate the maximum value or calculate the minimum value.

The example below uses the Minority Distribution report to show how to access the properties of Characteristics or Key Figures from the context menu.

To access Characteristic or Key Figure Properties:

1. From the report results, click any item to open the context menu.
2. Click Properties.
3. Change Property settings.
4. Click OK to assign the new property settings.

Personnel Area	Gender	Ethnic Origin
1110	Female	10/Not assigned
		American Indian/Alaskan
		Asian or Pacific Islander
		Black/Not Hispanic origin
		Hispanic
		White/Not Hispanic origin
		Result
		American Indian/Alaskan
		Asian or Pacific Islander
		Black/Not Hispanic origin
		Hispanic
		White/Not Hispanic origin
		Result

- Back
- Filter
- Change Drilldown
- Broadcast and Export
- Save View

- Properties
- Calculations and Translations
- Documents
- Sort Personnel Area

- Characteristic
- Data Cell
- All Data Cells
- Axis

Properties of Characteristic Personnel Area (Result Set Context)

General / Sorting / Advanced

Sample of Property Settings

Display: Key & Text

Display Results: Always

Access Mode for Result Set: Posted Values

Result: Property settings will be applied to the report results.

Properties of all data cells

General / Number format / Calculations

☐ Cumulate After Applying Single Value Calculations and Result Calculations

☐ Reverse Sign

Calculate Single Values As: (Nothing Defined)

Calculate Results As: (Nothing Defined)

Row axis properties

Data Formatting / Zero Suppression

Result position: Bottom

☐ Display axis hierarchically and...

... drilldown to: Personnel Area

OK Cancel

i If necessary, click any column header and select Back to Start from the context menu to return the report to its original state.

The Query Settings allows the user to change settings for a query within a report. For example, the user may want to display report results at the top of the report results table, rather than the bottom or display zero values as an empty cell.

Common Query Settings include:

Display rows/columns hierarchically	Place characteristics that are split over several rows or columns in one row or column in a hierarchy by selecting "Display the columns [or rows] hierarchically..." and specify the node to expand the hierarchy to.
Results Position	Specify the location of the report results. For example, display results at the bottom/right of the report results or display results at the top/right.
Display of +/- Signs	Specify how negative numbers are displayed. For example, display negative values as: <ul style="list-style-type: none"> ➤ -5 ➤ 5- ➤ (5)
Display of Zeros / Show Zeros as	Specify how zero values are displayed in the report results. For example, display zeros: <ul style="list-style-type: none"> ➤ <u>With Currency/Unit</u>: Zeroes are displayed with the currency/unit (for example, \$0.00). This is the default setting. ➤ <u>Without Currency/Unit</u>: Zeroes are displayed without a currency or unit entry (for example, 0.00). ➤ <u>As Empty Cells</u>: Cells containing a zero value remain empty. ➤ <u>Display Zeroes As</u>: Use this setting in conjunction with the <i>Show Zeroes As</i> field to specify the character to use to display zeros (for example, an asterisk (*)). All cells containing zeros will be populated with an asterisk (*).
Suppress / Effect on	<p>"Suppress" specifies whether columns or rows containing zeros are to be displayed. For example, suppress a column that results in zero. The following options are available for Suppress:</p> <ul style="list-style-type: none"> ➤ <u>No</u>: All Rows or columns with zeroes are displayed. ➤ <u>Active</u>: Every row or column that has a result of zero is not displayed. For example, if the row or column contains the values 1, -1, 1, -1, the result is zero. The Active setting will suppress the entire row or column that results in zero. ➤ <u>Active (all values = 0)</u>: Every row or column containing zero values in all cells will not be displayed. <p>"Effect on" defines whether suppression of zero values should be applied to rows and columns, only to rows or only to columns.</p>

Continued...

Query Settings, Cont...

The example below uses the Minority Distribution report to show how to access the Query Settings.

1. From the report results, click the Settings button.

2. Click Query Properties.

3. From the Local Settings of Query window, change the Query settings.

4. Click Apply.

Result: Query Settings will be applied to the report results.

The Variables Entry context menu item allows the user to display the report selection criteria variables screen.

The example below uses the Minority Distribution report to show how to open the Minority Distribution Variables Entry screen.

To view the Variables Entry screen:

1. From the report results, click any item to open the context menu.
2. Click Filter/Variables Screen.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110	Female	10/Not assigned	8
		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3
		Keep Filter Value	
		Keep Filter Value on Axis	
		Filter and Drill Down By	66
		Select Filter Value	84
		Remove Filter Value	
		Variable Screen	2
		Black/Not Hispanic origin	4
		Hispanic	3
		White/Not Hispanic origin	16
		Result	25
		Result	109

Variable Entry

Available Variants: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Divis
* Calendar Month Prompt _ Single Value	04/2008	04/2008
* Emp Status (Mandatory)	3	Active

OK Check Cancel

Result: The Variables screen is displayed to allow the user to enter new or modify existing variables for the report.